

Report for Week Ending 31 January 1957
From
FORMS MANAGEMENT BRANCH

ACCOMPLISHMENTS

1. Statistical Summary of Completed Actions

COMPLETED ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>	<u>NO. OF COPIES</u>
New	1		1		2	11,500
Revision	1	1	1		3	15,750
Reprint	3	1	5	2	11	432,500
Total	5	2	7	2	16	459,750

2. New CR Information Report Format developed for Liaison Division, OCR standardizes, improves and formalizes previously informal OCR reporting practices. Compatability of new form 1L with CS Report formats aids Agency-wide Information Report standardization.

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3. [] tests Ditto's new black hectograph master with inconclusive results. Carbon splatter may be improved. Run length undetermined. More samples on order. Further tests to be made.

4. Employee Suggestion #1309 re preprinting security classifications on duplimats disapproved.

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5. Visi-record Form control cards improved with typing of old hand-written cards. Reference materials perfected. One-half cu. ft. of records transferred to RMS Division. file; one-half cu. ft. destroyed.

6. Approved printers proofs on Forms 260 and 717, both specialty forms.

7. Revised draft of Foreward and Chapter 1 of Forms Management Handbook completed.

NEWS

1. Statistical Summary of Pending Actions

PENDING ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>
New	4	5	7		16
Revision	1	2	9	2	14
Reprint				1	1
Total	5	7	16	3	31

2. Sample "bump" and "crimp" fastened continuous marginally punched forms made by D. N. Owens & Co. received and filed. Self-fastening methods eliminating staples recommended for use with High Speed Printers, also conventional tabulators. Other advantages set forth in Owens Information Bulletin available for inspection in FMB.

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3. FBIS Economic Briefs received [] for final testing, teletyped by field directly to face of continuous offset masters. Reproduction tests, if successful, will result in shift of typing and editing workload from Headquarters to Field; eliminates duplicate efforts; speed up dissemination; save man hours.

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4. Chief, O&M Staff (DD/P Area) [] states [] Executive Officer, DD/P desires to personally approve all new and revised forms of DD/P before FMB finally approves and releases for procurement.

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5. Office of Personnel sends "Congressional Cover Sheet" form for approval. Formalizes "bootleg" form used in connection with Applicant processing.

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6. [] attends 28 January AHIP meeting. Briefs committee on progress made by Reports Format and Document Security Indications Work Groups. AHIP endorses action urges further progress.

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7. [] DC/RC/RQM/DD/P [] Acting Sec. AHIP and [] meet with Capt. Alex. Brand, Instructor at Army Intelligence School, Holabird Md, exchange information and brief Brand, who is writing Reports Manual for intelligence instructors on AHIP activities and related data. Use of dual-master and other special report forms explained in detail.

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From
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

- 25X1 1. The Chief, RI Division in a memorandum to the Chief, Physical Security Branch, stated his objections to using the revised Security Check Officer List. We have been asked by him to discuss these objections with [] and to reconcile them if possible. Other components are finding the revised form satisfactory, once how to use it has been explained.
- 25X1 2. Five hundred copies of the pamphlet on typewriter platforms were distributed to administrative officers, and 200 copies to the Office of Training. [] DD/P Distribution Officer is reviewing the pamphlet to determine if CS dissemination is appropriate.
3. The on-the-job training outline has been concurred in by SA-DD/S (Training) and forwarded to the Office of Training for approval.
4. The survey to determine how to improve the readability of Agency memoranda is progressing in the DD/I area. The tally sheets we developed are being used by representatives of the DD/I Offices to gather qualitative and quantitative data from chrono files. Their fact finding is scheduled to be completed by 11 February. I have been asked to review the results of their survey.
5. Completed the review of CSI's in the course of developing an index of field reporting requirements for [] 25X1
6. Completed four hours of Conference Leadership training. 25X1



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